



***Embassy of the United States of America***  
American Citizen Services  
24 Grosvenor Square  
London, W1A 2LQ

### Consular Report of Birth Abroad and Passport for a Minor Checklist

**When applying for your child's Consular Report of Birth Abroad (CRBA) you will need the following:**

- ☐ **Completed DS-2029 form** – *this form can be downloaded from the Embassy website.*
- ☐ **One passport photograph of the child** – *photograph must meet the Department of State guidelines.*
- ☐ **Supporting Documents** –
  - Child's Foreign Birth Certificate
  - Evidence of Parents' Citizenship and Identity
  - If married, you must provide the original marriage certificate – *if the original certificate is in a language other than English, it must be accompanied by a certified translation.*
  - If either parent has prior marriages, you must provide the original divorce decree, annulment of death certificate - *if the original certificate is in a language other than English, it must be accompanied by a certified translation.*
  - Proof that the U.S. Citizen Parent has lived in the United States long enough to transmit citizenship to their child – *such as current/previous passports, school/college transcripts etc.*
- ☐ **Application fee** of \$100.00

**If you are also applying your child's first passport, you will need to present the following:**

- ☐ **Passport form DS-11** – *you can download the form from the Embassy website. Please ignore pages 1 and 2 of this form, as they do not apply in the United Kingdom.*
  - ☐ **Evidence of U.S. Citizenship** – *such as a U.S. birth certificate or CRBA.*
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- ☐ **Photo Age Progression** – *one/two photographs per year of the child from the age in their previous passport to their present age. Family snapshots are acceptable.*
- ☐ **Proof of identity** – *any foreign passport you hold, have held or have been included in. If you have changed your name since the proof of citizenship was issued, you will require proof of the name change.*
- ☐ **Passport photograph** – *one photograph meeting the Department of State requirements.*
- ☐ **Proof of identify for both parents** – *both parents are required to attend the Embassy with their minor child and should present their U.S or foreign passport.*
- ☐ **Proof of parentage of the child applicant** – *U.S birth certificate, certified foreign birth certificate, CRBA, Adoption decree or court order establishing custody – each must show both parents' names*
- ☐ **Application fee** of \$105.00 (for under 16s)

**If only one parent is able to appear, one of the following will also be required.**

- ☐ Form 3053 (Statement of Consent), completed by the non-applying parent and notarized before a U.S or UK Notary Public, or a British solicitor. Notarization must be less than 3 months prior to the application.  
When presenting form DS-3053 the non-applying parent must provide one of the following:
  - Valid U.S. or foreign passport, or a notarized copy of that document
  - Valid driver's license
  - Valid military ID
  - Valid U.S. Government ID
  - Certificate of Naturalization from the USCIS
  - An Alien Resident Card (Green Card)
- ☐ A Consular report of Birth Abroad listing only the applying parent
- ☐ Child's birth certificate listing only applying parent
- ☐ Court order granting sole custody to the applying parent
- ☐ Judicial declaration of incompetence of non-applying parent
- ☐ Death certificate of non-applying parent